

Arizona Department of Education
Enhancing Education Through Technology, Title IID
Ed Tech Monitoring Form Guide, 2004-2005

Purpose

This guide is provided to assist Ed Tech monitors and LEAs with their completion of the Ed Tech Monitoring form. Ed Tech monitoring is not meant to be an evaluation of the Ed Tech projects. Ed Tech Monitor visits, and completion of the monitoring form, are conducted to determine if the recipients of Ed Tech grant funds are proceeding with their projects as defined in their Ed Tech proposals. Further, if the projects are not proceeding as described, the monitor will identify reasons why, and when possible, lend assistance, if necessary, for successful completion.

According to Arizona Department of Education's Consolidated Application to the U.S.D.O.E., we assure that federally funded projects will be monitored each year for compliance to NCLB legislation. The Title IID program office has elected to monitor twice a year for compliance and, in addition, to assist LEAs in successful implementation of their projects. The Ed Tech Guidance Document can be found at http://www.ade.az.gov/technology/downloads/ed_tech_guidance.pdf for specifics as to legislation.

Procedure

The Ed Tech Monitor must schedule at least two visits during the year. The Ed Tech Monitoring form will be filled out for both the fall and spring visits.

1. Review the Ed Tech grant application before the fall monitoring visit.

The monitor should be familiar with the project description. LEA personnel involved in the monitoring process may also want to make sure they are familiar with the application and with what the monitor will be asking. Review associated documents such as the Tech Plan, comments provided by those who reviewed the proposal, previous year's project evaluations (if applicable), etc. Determine if any of the items in the proposal need to be clarified.

If any of the areas of the original proposal could be considered inadequate, the monitor may discuss suggestions for improving those areas with the LEA. In some cases it may be necessary to improve some of the plans and activities prior to the second meeting, in other cases suggestions for improvement may be for the purpose of improving future applications for funding.

2. Complete the first page of the monitor form.

- Fill in the identifying information.
The monitor may (and very likely should) contact the LEA prior to the first visit to clarify various aspects of the grant, to request a list of measurable

goals, and to discuss any changes in the current project from the original project description.

- Check those that apply to this grant:
Determine from the proposal what Ed Tech goal areas are addressed and check the areas that apply to the grant. Be certain that both the monitor and LEA agree on the items specified in this area.
- List the goals of the project in measurable terms:
Identify the measurable goals of the project as stated in the proposal. State the goals of the project as defined by the LEA.
- Describe any significant changes from the original project description:
Compare the original proposal with the information provided about the current project. In this section describe significant changes in any of the major areas: goals, activities, purchases, vendors etc. Describe why these changes were made. Identify if changes were made because funding provided by the final grant differed from that requested in the original proposal.

3. Schedule and conduct the monitor visit.

The fall visit should be scheduled in October or November. The spring visit should be scheduled before applications are due for the next Ed Tech RFP. The monitor should allow sufficient time to complete the form in order to provide it to Ed Tech reviewers if necessary.

4. Complete the monitoring form.

Each of the areas on the form corresponds to the questions on the Ed Tech proposal. In each of the areas, the LEA should provide the monitor with evidence to support progress toward completion.

The monitor will consider the evidence and in most of the areas will indicate whether the item 1) has been completed, or 2) is occurring, or 3) needs further action. The monitor will list the evidence provided in the "Evidence" section. If the item "needs further action" the monitor **must explain** in the "Comments" section. The monitor may make other comments as needed regarding each item.

The monitor will determine, for each item, if the evidence provided is complete and sufficient. If it is not, recommendations will be made for how to provide adequate evidence, which may include improving and adding to the evidence being collected, or providing additional forms of evidence. In the case of Professional Development, the monitor will also ascertain that at least 25% of the Ed Tech funds are being spent on professional development.

The following lists examples of the types of evidence that *might* be provided to indicate that the overall project is being implemented as described in the Ed Tech Grant application. Evidence may include, but is not limited to, the following:

- Observation
- Interview
- Questionnaires
- Verbal Testimony
- Written evidence
- Budget
- Purchase Orders
- Invoices
- Receipts
- Requisitions
- Grants Management activity
- Lists of expenditures/ encumbrances/ amendments
- Lesson Plans
- Materials developed
- Product: Web pages, media presentations, output from applications; books, photos, movies
- Student Portfolios
- Teacher Portfolios
- Training Materials
- Checklists
- Evaluation Forms
- Measurement Instruments
- Test Scores/ Results
- Assessment Data
- Baseline Data
- Pre-test/ Post-Test
- Progress Reports
- Schedule for reviewing Assessment Data
- Schedule for data collection
- Completed evaluations
- Benchmarks being met
- Sign in attendance sheets (name, date, topic)
- Lists (mailing, attendees, volunteers)
- Pictures/ videotapes of activities
- Letters/ Correspondence/ E-Mails
- Newspaper articles/ News coverage
- Logs (meetings/ phone calls/ correspondence/ attendees/ volunteers)
- Time sheets
- Schedules posted/ Timelines
- Data collected from various sources/ various forms
- Brochures/ Advertising
- Website
- Contracts
- Job Descriptions
- Positions filled/ meet with staff, team members
- Minutes of meetings
- Notes (meetings, observations, discussions)
- Feedback forms
- Agendas (Meeting / Training)
- Hardware in use
- Software in use
- Purchased materials in use
- Inventories
- Tech Plan followed

